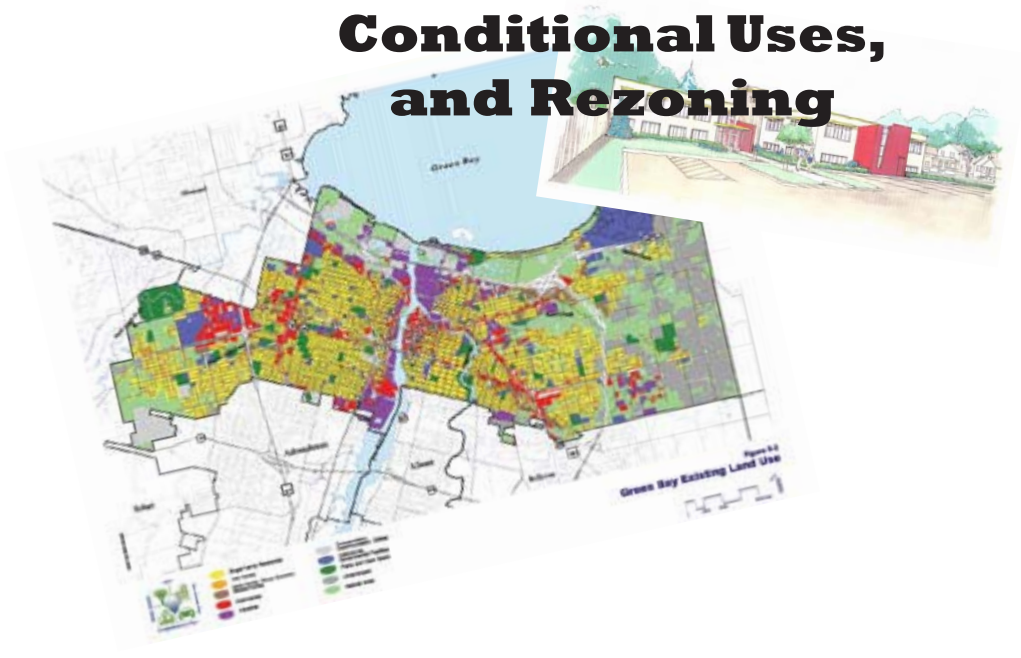


Application Packet

for

**Planned Developments,
Conditional Uses,
and Rezoning**



Green Bay Plan Commission
November 2003
100 North Jefferson Street
Room 608
Green Bay, Wisconsin 54301-5026
920 448 3400
www.green-bay.org

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DEVELOPMENT GUIDE

PLANNED DEVELOPMENTS • CONDITIONAL USES • REZONINGS

SDR

Staff Development Review (SDR) gives you an opportunity to meet with city staff to review your proposal on a preliminary basis. City staff will help you identify potential concerns and issues to assist you in determining whether you want to move forward in the process.

This process takes place prior to an official application and is encouraged by staff but not required.

File Petition

If you choose to go forward with the project you must submit a completed petition along with the required application fee and supporting documents to the Planning Department for assignment of a zoning petition number. Refer to the Submittal Checklist for a complete list of required materials. The petition shall then be forwarded to the City Council, who will refer it to the Plan Commission, who will refer it to staff. Staff strongly suggests that you meet with the neighbors of the project site early in the process in order to address their concerns in the preparation of your plans. This may include meeting individually with business or neighborhood leaders, organizing and publicizing a neighborhood meeting, and/or attending a homeowners association meeting.

The amount of time it takes you to prepare your submittals will depend on the complexity and nature of your project.

Technical Review Phase

After receiving your complete submittal, City staff will review your petition and contact you with suggestions for revisions or if additional information is needed. You will then have a chance to submit additional information and/or revised plans before a Technical Review Meeting is scheduled between your project team and City staff and possibly officials. The technical review phase continues until all materials, including revised plans, have been submitted and reviewed.

A minimum 7 days are required for the technical review. More time is needed to review and finalize a proposal that is incomplete or does not meet City standards.

Public Notice and Plan Commission

After a Plan Commission Hearing date has been set, City staff will send a notice of the forthcoming petition to all property owners within at least 100 feet of the perimeter of the subject property at least 10 days before the Plan Commission meeting.

10-30 days before the Plan Commission Hearing.

PC meets the second and fourth Mondays of each month.

City Council

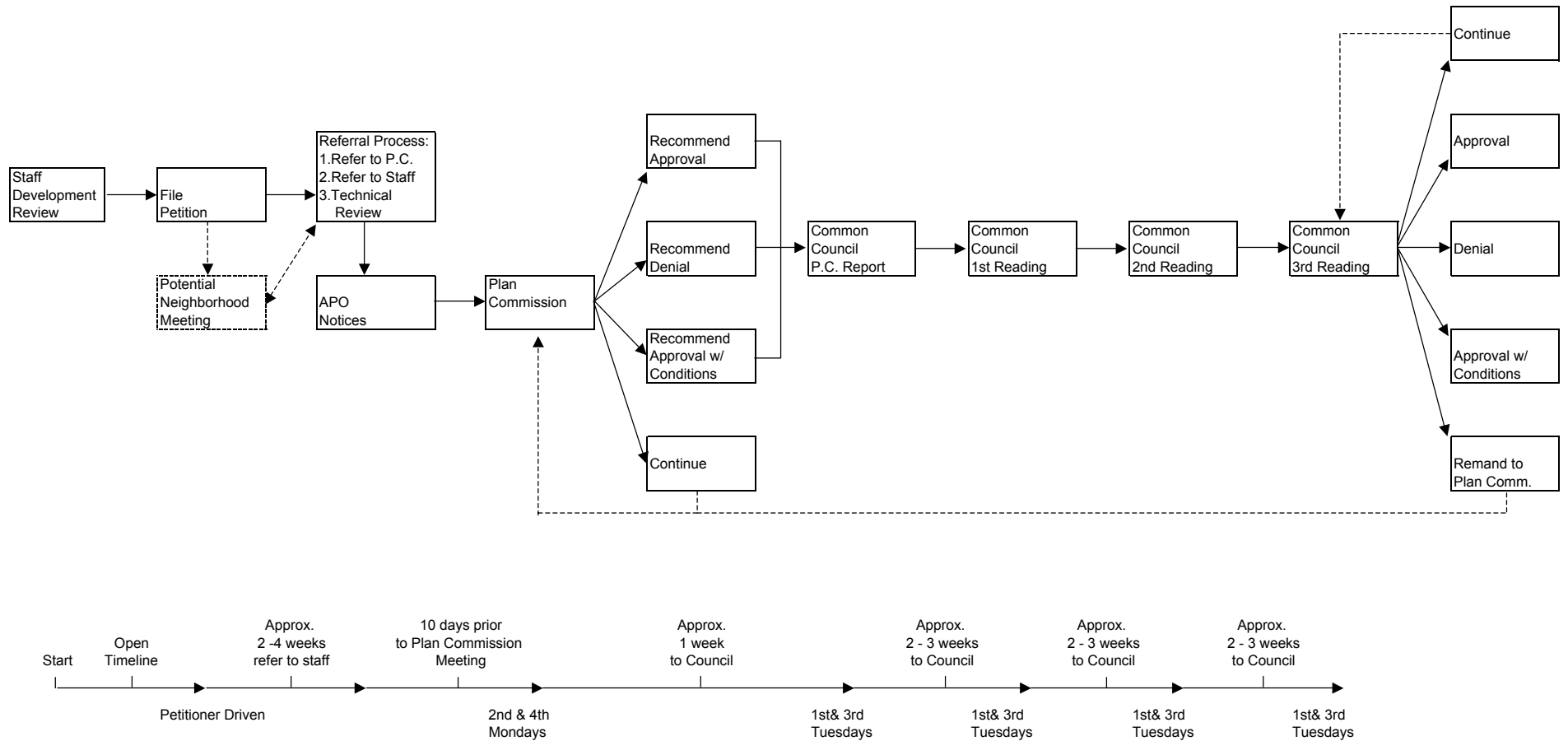
After Plan Commission the petition will be sent to the City Council for consideration.

Meets the first and third Tuesdays of each month.

**** Please note that the process for a zoning change, conditional use permit or Planned Development is separate and distinct from any other city approvals including but not limited to variances, site plan reviews, building or construction permits, etc.**

Development Process Flow Chart

Conditional Uses, Rezonings, & Planned Developments



CITY OF GREEN BAY

COMMON COUNCIL AND SELECT COMMISSIONS

Plan Commission *Meetings: 2nd and 4th Mondays at 7:00 P.M.*

Chairperson

Mary Beth Conard

Commissioners

Timothy Gilbert

Linda Queoff

Ald. Fred Graves, Jr.

Brent Weycker

Michael Nass

VACANT

Zoning & Planning Board of Appeals *Meetings: 3rd Monday at 7 P.M.*

Chairperson

Jay Hamann

Members

J. Jazgar

R. Maccaux

K. Rosenthal

J. O'Neil

M. Conard

Historic Preservation Commission

Chairperson

Chris Dunbar

Commissioners

Ald. Carl Arnoldi

Brent Weycker

Larry Kostroski

Ian Griffiths

Phil Hilgenberg

Louise Pfotenhauer

Common Council *Meetings: 1st and 3rd Tuesdays at 7:30 p.m.*

Mayor

James J. Schmitt

Aldersperson

Earl Van Den Heuvel

Fred Graves, Jr.

Andy Nicholson

Anthony Theisen

Gary Kriescher

Chad Fradette

Carl Arnoldi

Christopher Wery

Guy Zima

Kenneth Dax

John Vander Leest

Tom Weber

Telephone No.

468-5289

469-0768

465-3564

433-9331

432-0165

437-1207

437-8503

490-9282

433-3614

494-5051

405-0009

498-0913

City Departments

City Clerk/Treasurer 920/448-3010

Economic Development 920/448-3397

Fire Department
920/448-3280

Law Department 920/448-3080

Mayors Office 920/448-3005

City Departments

Parks, Recreation & Forestry 920/448-3365

Planning Department 920/448-3400

Department of Public Works 920/448-3100

Inspection Division 920/448-3300

Traffic Division 920/448-3100

2004 MEETINGS SCHEDULES



	Week Day(s) Time	Common Council	Plan Commission	Zoning Board Of Appeals	Historic Preservation Commission
		<i>1st & 3rd Tuesdays 7:30 p.m.</i>	<i>2nd & 4th Mondays 7:00 p.m.</i>	<i>3rd Monday 7:00 p.m.</i>	<i>* Tuesday 4:30 p.m.</i>
JANUARY		20	12, 26	19	*
FEBRUARY		3, 16	9, 23	16	*
MARCH		2, 16	8, 22	15	*
APRIL		7, 20	12, 26	19	*
MAY		4, 18	10, 24	17	*
JUNE		1, 15	7, 21	21	*
JULY		6, 20	12, 26	19	*
AUGUST		3, 17	9, 23	16	*
SEPTEMBER		7, 21	13, 27	20	*
OCTOBER		5, 19	11, 25	18	*
NOVEMBER		3, 16	8, 22	15	*
DECEMBER		7, 21	13, 27	20	*

* as Needed

All Dates listed above are subject to change.

2004 MEETINGS SCHEDULES

*Tentative Schedule
~Not yet Adopted~*



Week Day(s) Time	Common Council	Plan Commission	Zoning Board Of Appeals	Historic Preservation Commission
	<i>1st & 3rd Tuesdays 7:30 p.m.</i>	<i>2nd & 4th Mondays 7:00 p.m.</i>	<i>3rd Monday 7:00 p.m.</i>	<i>* Tuesday 4:30 p.m.</i>
JANUARY	20	12, 26	19	*
FEBRUARY	3, 16	9, 23	16	*
MARCH	2, 16	8, 22	15	*
APRIL	7, 20	12, 26	19	*
MAY	4, 18	10, 24	17	*
JUNE	1, 15	7, 21	21	*
JULY	6, 20	12, 26	19	*
AUGUST	3, 17	9, 23	16	*
SEPTEMBER	7, 21	13, 27	20	*
OCTOBER	5, 19	11, 25	18	*
NOVEMBER	3, 16	8, 22	15	*
DECEMBER	7, 21	13, 27	20	*

* as Needed

All Dates listed above are subject to change.

DATE:

Mayor and Common Council
of the City of Green Bay
100 North Jefferson Street
Green Bay, WI 54301

Ladies and Gentlemen:

I/we hereby request that the property located at/on

(Address or General Location

and legally described as follows (from tax receipt, deed, etc.):

Be rezoned from _____ to _____

Reason for Request:

Respectfully submitted,

Fee Voucher No. _____

Date: _____

Owner or Authorized Person

Zoning Petition No. _____

Planning Director or Principal Planner

REQUEST FOR CITY ACTION - PLAN COMMISSION

(Submit two copies to the City Clerk's Office, Room 106, City Hall)

Date: _____

Petitioner: _____

Phone Number: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Property Owner: _____

Phone Number: _____

Parcel Numbers (required): _____

Location of Property: _____

Attach maps and legal descriptions (required).

To: Honorable Mayor and Common Council, c/o City Clerk

I, _____, respectfully request that the City of Green Bay take the following action:

Attach Zoning Petition Form with first four items.

_____ Rezone Property (\$300.00 Review Fee)

_____ Conditional Use and CUP Amendment (\$300.00 Review Fee), including Single Lot Duplexes

_____ PUCD/PURD and PUCD/PURD Amendments (\$350.00 Review Fee)

_____ Approve Preliminary City/Extraterritorial Subdivision Plat (\$150.00 plus \$35.00 per Lot/Outlot Review Fee)

_____ Approve Preliminary City/Extraterritorial Certified Survey Map (\$150.00 Review Fee)

_____ Approve Final City/Extraterritorial Subdivision Plat (\$100.00 Review Fee)

_____ Grant a City/Extraterritorial Subdivision/CSM Variance (\$150.00 Review Fee)

_____ Grant a Postponement of Development Fees (\$100.00 Review Fee) [Review by I&S and/or Park Committees]

_____ Development District Map Amendment (\$200.00 Administration Fee)

_____ Driveway Variance (\$200.00 Administration Fee)

_____ Official Map/Area Development Plan Amendment (\$200.00 Administration Fee)

_____ Plat of Right-of-Way (\$200.00 Administration Fee)

_____ Discontinue a Public Utility Easement (\$200.00 Administration Fee)

_____ Street Name Change (\$200.00 Administration Fee)

_____ Declare City Property "City Surplus" (\$200.00 Administration Fee)

_____ Vacate a Street/Alley/Pedestrian Way (\$200.00 Administration Fee)

_____ Other (\$200.00 Administration Fee): _____

Petitioner Signature(s): _____

Review Fee: _____ Voucher No.: _____ Zoning Petition No.: _____

Briefly describe action desired, noting the property affected and all other pertinent information.

Attach maps and legal descriptions (required).

Please contact the Planning Department in Room 608, City Hall, (920) 448-3400, if you have any questions.

AFFIDAVIT OF OWNERSHIP

I, _____, under oath, state that I am
(Print Name)

☐ the sole owner of the property

☐ an owner of the property

☐ an authorized officer/agent for the owner of the property

commonly described as _____

and that such property is owned by _____ as of this date.

(Owner's Signature)

(Agent's Signature)

PETITIONER'S SUBMITTAL CHECKLIST

Project Title: _____

Submittal Guidelines:

This is a general checklist. Other items pertaining to your case may be necessary. The Plan Commission and/or Common Council may request additional information.

- All plans and drawings should be scaled at a standard measure.
- Each drawing, shall include the following basic information:
 - a. Project name
 - b. Drawing Title and Sheet Number if applicable
 - c. Scale, both in numerals and graphic
 - d. North arrow
 - e. Date and latest revision date, if any
 - f. Name of person(s) preparing the drawing, professional registration or affiliation, address and phone number
 - g. Name, address and phone number of the property owner and/or applicant

required submitted

X _____ 1. APPLICATIONS FOR PUBLIC HEARING WITH LEGAL DESCRIPTION AND PROOF OF OWNERSHIP

Attach the legal description of the property as it appears on the deed.

A current title and an Affidavit of Ownership (included with development guide) is required for proof of ownership. If the owner's signature is not on the applications, a letter stating the owner's consent for the filing of the petition is required.

X _____ 2. APPLICATION FEE

_____ _____ Conditional Use permit/amendment : \$300.00 Review Fee, including single lot duplexes
_____ _____ Zoning Map or Text amendment : \$300.00 Review Fee
_____ _____ Planned Unit Developments: \$350.00 Review Fee

X _____ 3. PROJECT SUMMARY

A written overview and summary of the project shall be submitted in the form of a cover letter that makes reference to submitted plans. The types of uses requested and any exceptions from the Zoning Code that are needed should also be included within the project summary.

_____ _____ 4. LEGAL CURRENT YEAR PLAT OF SURVEY

A certified plat of survey prepared within the last year by a surveyor including:

- Legal Description of the site
- Acreage
- Drawing of the site boundaries with metes and bounds indicated
- Property lines
- Easements
- Lot lines and area calculations
- Adjacent road right-of-ways
- Overhead and Underground Utilities (sanitary sewer, water main, storm sewer, electric, telephone, gas, cable television, and street lights)

— — **5. SITE PLAN**

A site plan (scaleable) indicating the arrangement and tentative location and setbacks of all proposed uses, including buildings, signs, open space, roads, parking and loading areas, pedestrian areas and walkways, easements, wetlands, water features, and retention/detention areas.

— — **6. BUILDING ELEVATIONS**

Architectural renderings of all elevations of any proposed building(s) or perspective drawings of the same. The elevations should contain proposed building materials and colors.

— — **7. FLOOR PLANS**

— — **8. LANDSCAPE PLAN**

Prepared in the same scale as the above addressed site plan showing approximate location, common name of species, and size of all proposed plantings with a summary list of the quantity, species and size of all plantings shall also be provided. The plan should distinguish between existing trees and landscaping that will be preserved and trees and landscaping that will be introduced into the development from an off-site source. If applicable any irrigation systems or maintenance provisions shall also be indicated..

— — **9. TRAFFIC PLAN/PARKING PLAN**

An additional site plan depicting the layout of the parking and internal parking lot landscaping. This plan should include the locations and number of parking spaces (including handicap accessible) as well as any other features of importance, such as dumpsters, mechanicals, wheel blocks, landscape islands, etc.). The site plan should also indicate the circulation patterns for pedestrian and automobile traffic, including ingress and egress to/from public rights-of-way and expected number of traffic movements at peak times. A report/table should be provided which designates the area, in square feet, for all uses to be provided in each individual structure as well as at various locations on-site (if applicable).

— — **10. LIGHTING PLAN**

An exterior lighting plan in the same scale as the site plan showing the location of all exterior lighting elements proposed for the site. The proposed photometrics (level of illumination), as well as the specific design details of all exterior light sources be provided including light color, height of light fixtures, and illustration of the design. Screening of the light sources should be addressed in the written summary of the project.

— — **11. DETAILED SIGN ELEVATIONS**

The location of all ground signage should be included with the site plan and all wall mounted signage should be included with the building elevations. Elevations of the sign face(s) should be prepared to scale and should designate sign design, dimensions, materials, colors, lighting and written/graphic message.

— — **12. PRELIMINARY ENGINEERING PLAN**

A preliminary engineering plan, at the same scale as the site plan, which indicates how the petitioner proposes to meet the requirements of the City's Ordinances relative to drainage, and storm water retention should also be provided. The preliminary engineering plan shall also depict all wetlands, streams, and other environmentally sensitive areas on-site.

— — **13. CONSTRUCTION SCHEDULE**

A tentative construction schedule for all improvements directly associated with the proposed PUCD

— — **14. LOT DIVISION(S)**

A plan showing the division/consolidation of all lots/parcels within the proposed development boundaries. This plan should not be an official CSM or subdivision plat at this time. It will be used for preliminary staff review purposes only.

For additional information regarding development regulations in the City of Green Bay, please refer to the following documents: Zoning Ordinance; 1979 Comprehensive Plan; and Subdivision Regulations.

If after reviewing this checklist you have additional questions about the Plan Commission process call the Department of Planning at (920) 448-3400.

IMPORTANT NOTE: THE GREEN BAY PLAN COMMISSION STRONGLY SUGGESTS THAT ALL APPLICANTS MEET WITH SURROUNDING RESIDENTS/PROPERTY OWNERS ADJACENT TO ANY PROPOSED DEVELOPMENT PRIOR TO APPEARING BEFORE THE GREEN BAY PLAN COMMISSION.